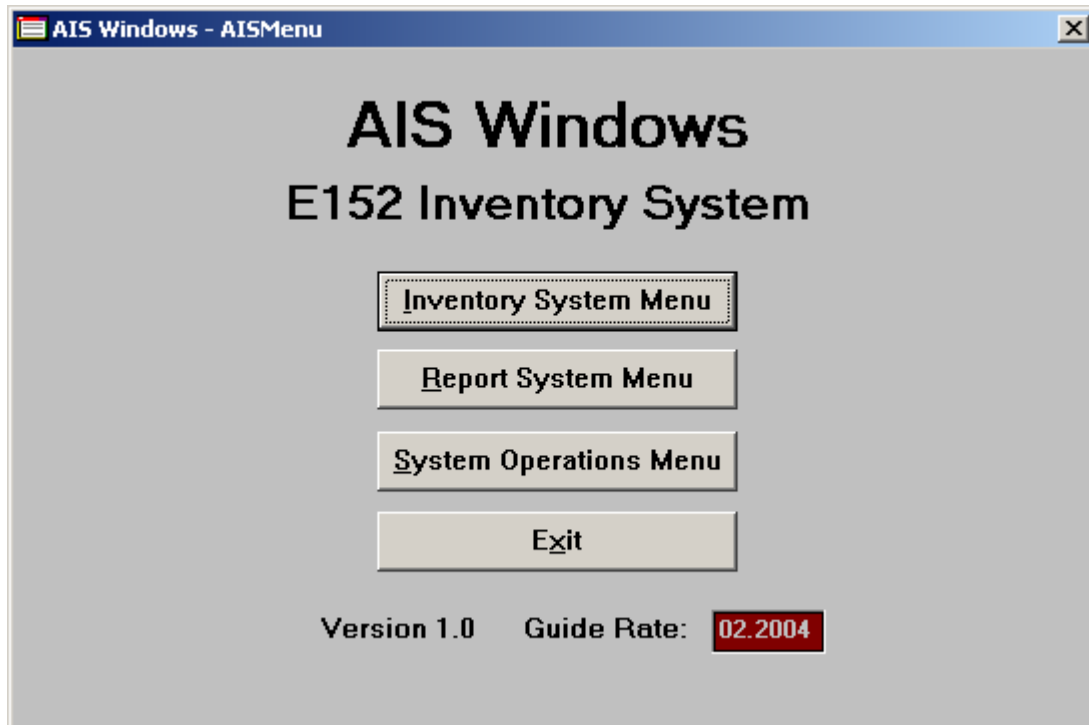# AIS Windows – E152 System

February 2004

Introduction

The AIS Windows E152 System allows for the entry of any transaction necessary to generate an E152 report.

The components used in the AIS Windows E152 System are the Inventory System Menu and the Report System Menu.

Within the Inventory System Menu the user will be able to enter any type of commodity transaction, delete any transaction and view the status of a commodity. The most significant difference with the E152 System and AIS Character Windows is the ability to enter issuance totals by transaction. The specific reason for this transaction capability is to allow agencies that are unable to produce an E152 report from AIS Character Windows due to multi-warehouse configurations or the use of a system other than AIS Character Windows.

The Report System Menu will allow the user to print all Inventory Reports and the FNS152 report. The FNS152 report will be printed in condensed mode on a standard sheet of 8.5 x 11 paper.

Inventory System

The Inventory System Menu offers the choice to access Agency Inventory or Warehouse Inventory. If you are a multiple warehouse site you will use the Warehouse Inventory for the individual warehouse inventories. The Agency Inventory option will allow a view of all merged inventory data files.

The Inventory System has radio button selections for every type of transaction necessary to maintain inventory accountability. Each transaction is automatically handled by AIS Windows for mathematical functionality. This means that adds and subtractions are automatic based on the radio button selected.

Transaction definitions

RECEIPT – This is for the entry of all commodities received in a shipment.
ADJUST A – This is for the entry of the number of units with *concealed damage*.
ADJUST B – This is for the entry of the number of units with *transit damage*.
ADJUST C - This is for the entry of the number of units that is *unfit/condition*.
ADJUST D - This is for the entry of the number of units that is *stolen/lost*.
ADJUST PHYSICAL BALANCE – This is for the entry of the number of units to add to inventory due to *error*.
TRANSFER IN – This is for the entry of the number of units transferred in from another agency.
TRANSFER OUT - This is for the entry of the number of units transferred to another agency.
NUTRITION EDUCATION – This is for the entry of the number of units used for nutrition education purposes.
ISSUANCE – This is for the entry of the number of units issued to clients.
WAREHOUSE IN – This is for multiple warehouses to use when food is shipped intra-warehouse and not actually received direct in a shipment. This transaction is used at the warehouse receiving food from another warehouse.
WAREHOUSE OUT – This is for multiple warehouses. This transaction is used by the sending warehouse to indicate that commodities have been sent to a different warehouse.

The DELETE transaction is used to remove a previously entered transaction and will automatically return the amount of the original transaction to the inventory.

The VIEW selection is not a transaction. It is used specifically to see what the status of a commodity is for the date requested.

When the Inventory System Transaction Menu displays, the transaction date will default to the current date. AIS Windows allows for the entry of a transaction for the current month or the previous month only. The critical date is the month and the year. The day should reflect the day the actual event took place.

When the date is set correctly and the commodity code is entered select **Ok**.

If you do not desire to perform a transaction or desire to perform a different transaction other than the type as displayed in the black field display at the top of the screen select **Exit Inventory System** to return to the Inventory System Menu.

Inventory System

Inventory System Transaction Entry

AIS Windows - ISTranEntry

Receipt

Tran Date	Code	Name	Units/Case	Unit Size
02/19/2004	A057	MIXED VEGETABLES	24	#300 CAN

	Current Balance	Update: Cases - Units		Updated Balance
Beginning Physical Inventory	0			0
Received	0	0	0	0
Transferred In	0			0
Warehouse In	0			0
Issued	0			0
Transferred Out	0			0
Warehouse Out	0			0
Tailgate Out	0			0
Nutrition Education	0			0
Food Losses	0			0
Book Inventory	0			
Inventory Adjustments	0			0
Ending Physical Inventory	0	0		0

Cancel   **Validate**

Commodity transactions are entered by cases and/or units for the following transaction types:
- Receipts
- Transfer In
- Transfer Out
- Warehouse In
- Warehouse Out

The entry use of cases or units can be all in cases, all in units, or in any combination of cases and units.

Commodity transactions are entered by units only for the following transaction types:
- Adjust
- Nutrition Education
- Issuance

After the entry of the number of cases/units for the transaction click on the **Validate** button to have AIS Windows perform the math calculation. The procedure is similar to pressing enter on a calculator.

If AIS Windows does not detect any errors the **Ok** button displays. Click on this button to save the transaction. After clicking **Ok** AIS Windows will return to the Inventory System Transaction Menu.

If the transaction is not to be completed, click on the **Cancel** button to return to the Inventory System Transaction Menu.

At any time before clicking **Ok** or **Cancel** the cases or units fields can be changed. As soon as AIS Windows detects a change the **Ok** button will not be visible. The procedure for validating and authorizing the transaction will need to be repeated.

When either **Ok** or **Cancel** are selected, AIS Windows returns to the Inventory System Transaction Menu where another identical transaction can be performed using a new commodity code. To return to the Inventory System Menu **Cancel** on the Inventory System Transaction Menu.

AIS Windows - ISView　　　　　　　　　　　　　　　　　　　　　　×

Commodity Code View

Date　[02/2004]　　Code　[A057]　[MIXED VEGETABLES]

Beginning Physical Inventory	0
Received	0
Transferred In	0
Warehouse In	0
Issued	0
Transferred Out	0
Warehouse Out	0
Tailgate Out	0
Nutrition Education	0
Food Losses	0
Book Inventory	0
Inventory Adjustments	0
Ending Physical Inventory	0

Cases　[0]　　Odds　[0]

[Commodity **S**tatus List]　　[**C**ancel]

The view transaction enables the viewing of the commodity status for the date (month and year) requested. No modifications can be made on this screen.

The **Commodity Status List** button enables the printing of the entire inventory contents of the commodity code requested. The report automatically formats to an 8.5 x 11 sheet.

To exit from the view screen click on **Cancel** to return to the Inventory System Transaction Menu screen where a different commodity code can be entered for viewing. To return to the Inventory System Menu **Cancel** on the Inventory System Transaction Menu.

AIS Windows - ISTranDel

Inventory System Delete Transaction

Delete Date	Code	Name
02/2004	A057	MIXED VEGETABLES

Transactions

Transaction Date 02/19/2004

Transaction Type Receipt

Cases 10   Units 0   Total 240

Transaction Info

Receipt -

1 of 1

[Delete]   [Cancel]

The delete transaction procedure starts out like all other commodity transactions from the Inventory System Transaction Entry. It is important that the correct transaction date be used. The default date is the current date. The most important component of the date entry is the month and the year. The day is treated as documentary as to what the day the actual delete procedure should have occurred.

To start the delete procedure, enter the commodity code and click **Ok** or press **Cancel** to return to the Inventory System Menu.

Inventory System

Inventory System Delete Transaction

Delete Date	Code	Name
02/2004	A057	MIXED VEGETABLES

Transactions

Transaction Date: 02/19/2004

Transaction Type: Nutrition Education

Cases: 0   Units: -5   Total: -5

Transaction Info: x

x

x

2 of 3

Previous   Next

Delete   Cancel

The Inventory System Delete Transaction screen is informational only. There are no entries that can be made on this screen.

The procedure for deleting a transaction from the Inventory System Delete Transaction screen is:

1. Select on **Previous** or **Next** until the transaction to be deleted is displayed. If there is only one transaction for the commodity the **Previous** or **Next** buttons will not display.
2. When the desired transaction to delete is displayed click on **Delete**.

If no transaction should be deleted, click on **Cancel** to return to the Inventory System Transaction Menu.

Inventory System

Inventory System Transaction Entry

Delete

Tran Date	Code	Name	Units/Case	Unit Size
02/19/2004	A057	MIXED VEGETABLES	24	#300 CAN

	Current Balance	Delete Amount	Updated Balance
Beginning Physical Inventory	0		240
Received	240	-240	0
Transferred In	0		0
Warehouse In	0		0
Issued	0		0
Transferred Out	0		0
Warehouse Out	0		0
Tailgate Out	0		0
Nutrition Education	0		0
Food Losses	0		0
Book Inventory	240		
Inventory Adjustments	0		0
Ending Physical Inventory	240	0	240

Cancel   Validate

The delete transaction procedure automatically places the value of the transaction to be deleted in a blue protected field corresponding to the type of transaction that was originally entered. To process the transaction, click on the **Validate** button. This is like pressing the enter key on a calculator.

After clicking on the **Validate** button, the **Ok** button will appear. Click on the **Ok** button to process the deletion of the original transaction.

Since there is no way to modify the amount of the delete from this screen, the only way to *not* process the delete is to click on **Cancel**. Clicking on **Cancel** will return the screen display to the Inventory System Delete Transaction screen with the transaction that was selected for deletion displaying.

Inventory System

Inventory System Delete Transaction

Delete Date	Code	Name
02/2004	A057	MIXED VEGETABLES

Transactions

Transaction Date   / /

Transaction Type

Cases   Units   Total

Transaction Info

☐ of ☐

[Cancel]   [Reset]

After a completion of a delete transaction the display returns to the Inventory System Delete Transaction screen. If there are no more transaction to delete, click on the **Cancel** button. If there are additional transactions to delete for this commodity, click on the **Reset** button to display the remaining transactions.

Report System
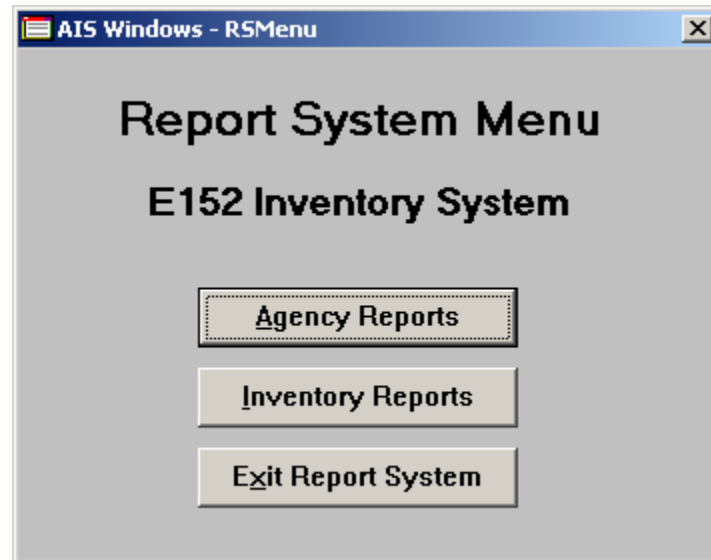
Available reports in the Report System Menu for use with AIS Windows – E152 System are located in the **Agency Reports Menu** and **Inventory Reports Menu**.
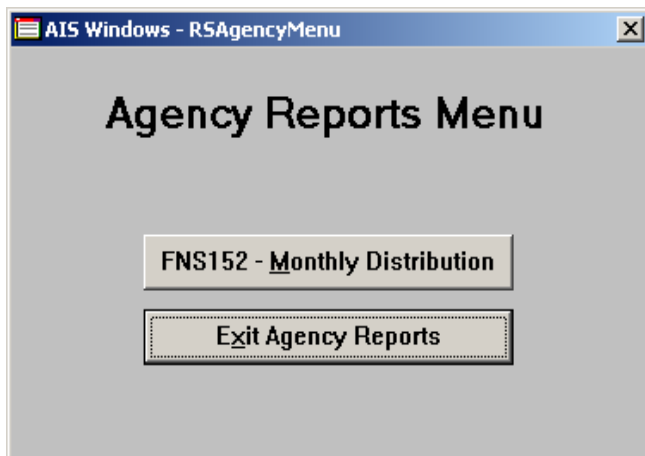
AIS Windows - RSInvMenu

Inventory Reports Menu

> Inventory **T**ransaction List

> Inventory **A**vailability List

> Commodity **C**ode List

> Commodity **S**tatus List

> E**x**it Inventory Reports

AIS Report Setup Menu

AIS Report Setup Menu

Requested Report: **FNS152 - Monthly Distribution**

Printing Setup

Printer **S**etup

Copies   1

Report Date

Month   Day   Year

2   2004

Report Order

Report by Client ID

FNS152 Participation Information

Households Certified   0

Households Participating   0

Total Participants   0

Client Type

Report Options

☐ E152 to Drive A:

Inventory Transaction Options

Print Report   Cancel

The AIS Report Setup Menu for the FNS152 report provides a selection for the number of copies (up to 9) and the report date by month/year.

In the Report Options frame there is a checkbox to automatically send the E152 file to a diskette in the A: drive. If the option to send the E152 report to a diskette is not used then the file must be retrieved from the C: drive of the AIS1 computer in the AIS152 folder.

The FNS152 Participation Information is required for multiple warehouse sites to enter for inclusion in their report. If your agency reports warehouse information on the FNS152 report only and does not perform issuances leave these values blank. This is the message when participation totals are not entered:

AISRSSetup

⚠ Participation Totals are missing - Continue?

    Yes   No
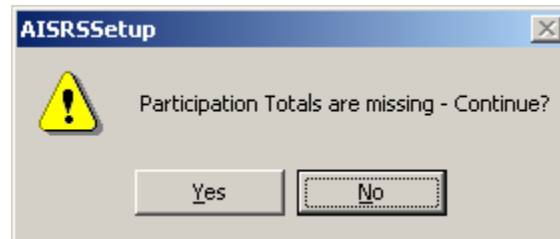
The E152 file naming convention is as follows:

- The first four digits are the reporting agency's DA code
- The fifth digit will be a 1.
- The sixth and seventh digit will be the last two digits of the current year.
- The eight digit is the letter in order from a to l corresponding to the month number.
- The file type is a text file so the extension is .TXT

An example of the file name for agency 9999 printing a August 2002 152 report is:

9999102h

The DOS display for this file will be: 9999102h.txt

When submitting the electronic FNS152 report from the AIS Windows – E152 System the file will be found in the AIS152 folder on the drive where AIS is installed.

Report System

The AIS Report Setup Menu has multiple variations for printing an Inventory Transaction List. The default is the entry of the commodity code and the first letter of the transaction code type. If the report is to contain deleted transaction then the Deletes checkbox must be clicked. If the Deletes checkbox is checked then only deleted items will be reported. All current transactions in effect will print when the Deletes checkbox is left blank.

To print a transaction list for all commodity codes enter 9999 in the Commodity Code entry field. To print a transaction list for a specific commodity code enter only the code. To print a transaction list by any transaction type enter a 9 in the TranCode entry field. If the TranCode entry field value entered is A for adjust transactions an additional entry field displays as indicated in the following example:

Enter the adjust code letter for a specific report by adjust code type or 9 for all adjust codes for this commodity.

Click on **Print Report** to print or **Cancel** to skip printing the requested report.